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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THRU : Chief, Operations School

FROM : Chief, Headquarters Training

DATE: 3 January 1962

SUBJECT: Weekly Activities Report No. 52
28 December - 3 January 1962

I. SIGNIFICANT ITEMS

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I understand [REDACTED] C/OP is pleased with the success of the Records Officers course. In the last DD/P staff meeting he indicated that he wanted everyone to take the course including the senior officers present at the meeting. Three successive runnings of the three-day course are scheduled 8 January, 15 January, and 22 January. Each course will be given from Monday through Wednesday with classes limited to 25 persons because of the written work involved. Thereafter classes will be scheduled periodically until all records officers have had the course. Arrangements have been made to hold the first and the third class in the [REDACTED] auditorium. The 15 January class will be held in Alcott Hall. A special orientation program for senior officers will be held in either K or L Building. The schedule for the 8 January class has been modified somewhat in line with suggestions made by the last class.

II. OTHER ITEMS

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Clandestine Services [REDACTED] Operations: The Clandestine Services [REDACTED] Operations course scheduled 8-26 January was cancelled because of the anticipated move to the new building of the Clandestine Services. We had set our sights on the 19 February - 8 March class but the delay in the move of the Clandestine Services may now affect the running of this class. If we cancelled the next class because of another date set for a move a class would not be held until 14 May. I asked [REDACTED] to talk to [REDACTED] about running a class beginning 29 January as an accomodation to the Clandestine Services. We have the time to set up a course provided the Clandestine Services assured us of at least 10 students. [REDACTED] said he thought it was an excellent idea. He said he would ask [REDACTED] to check the operating divisions and let us know.

[REDACTED] course scheduled 22 January has three students registered as of 2 January. Mr. [REDACTED] has informed me that he is leaving for [REDACTED] on 7 January and will be on TDY for about 2 months returning to Washington to process for PCS

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assignment. Apparently the attempts by C/OS to contact [REDACTED] a prospective replacement for Mr. [REDACTED] have been unsuccessful. Since it is doubtful that Mr. [REDACTED] replacement would be prepared to take over the course on such short notice the likelihood of holding [REDACTED] class as scheduled are slim. Unfortunately, Mr. [REDACTED] departure will also affect the [REDACTED] course scheduled 26 February unless a specialist in this field is found soon.

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Counterintelligence Familiarization: Student evaluations and the course report have been forwarded. The matter of Mr. [REDACTED] prospective assignment to the field is currently under active consideration by the WE and the Cover Division. While specific dates for Mr. [REDACTED] departure have not been set, the WE Division wants to begin language training about February for physical transfer overseas in June 1962. Despite the lack of specific dates, it is highly desirable to get a competent experienced officer as Mr. [REDACTED] replacement to overlap tenure and to afford continuity. Mr. [REDACTED] has done an excellent job in taking over without overlapping his predecessor. His teaching ability and his experience in OTR overcame shortcomings in getting ready, abilities which may not be readily available on short notice in his replacement.

III. ADMINISTRATION

Nothing to Report.

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